

SECTION D. PORTS OF DEBARKATION (POD) INCLUDING INTRACOUNTRY AIR AND WATER DTS TRANSSHIP PORTS

1. General

a. PODS are authorized points where shipments enter a country, either a foreign country or the United States. A POD may be either an APOD or WPOD.

b. Other ports which process (receive) DTS transshipments from within the country (e.g., the theater interport portion of an international shipment) follow the same MILSTAMP requirements. For simplicity of explanation, these intracountry DTS transshipments are included with the procedures for PODS.

c. Common user military water terminals (and military-sponsored shipments transshipped through commercial terminals) in CONUS and at selected overseas locations are operated or managed by MTMC. At other locations, the theater commander provides for water port operation. AMC operates or arranges operation of air terminals serving AMC channels flown by scheduled AMC airlift. Aerial ports that are not operated by AMC are provided by the branch of Service that operates them, or, in the case of the Air Force, by the major command concerned.

2. Procedures

a. Receiving for transshipment:

(1) Shipments arrive at PODS by either air or water and are usually preceded or accompanied by the appropriate TCMD data in manifest format. Water PODS initiate inquiries seeking corrective action when manifests are late or incorrectly prepared. (Repeated failures are reported to the DoD MILSTAMP System Administrator through Service/TCC channels.)

(2) The POD uses the manifests (received in either automated or manual format) to plan for arrival of the cargo, assemble discharge tallies and clearance forms, produce forwarding documents, expedite shipments, and notify consignees (including breakbulk points) or personal property earners of cargo arrival. With approval of the consignee, the POD may provide the manifests in automated instead of manual format. In addition, in CONUS, the manifest data is provided to all activities specified by the sponsoring Service.

(a) Military terminals use manifest data to prepare documentation for use by the Military activity and to provide commercial earners documentation for informational use only. The Military terminal gives customs clearance forms to the ocean carrier for vessels discharging at Military ports, but furnishes clearance forms only on request for vessels discharging at commercial facilities. Terminal operators coordinate with local customs officials and provide the documentation prescribed by DoD 5030.49-R (reference v), in CONUS or applicable area requirements overseas. Commercial carriers are directly responsible for manifesting, accounting, reporting, and customs clearance requirements on TGBL shipments.

(b) The Military activity responsible for the POD notifies household goods (Code 5 or T) and baggage (Code 8 or J) carriers or their agents of the impending or actual arrival of personal property shipments. To ensure prompt pickup and delivery, the notification is made as soon as possible, but not later than 48 hours after receipt of the manifest. The carrier or agent is provided the following information:

1 Sponsoring member's name and grade.

2 Shipment unit TCN.

3 POD.

4 Actual or estimated time of arrival.

5 Vessel name and voyage number, if by surface.

(c) Terminal activities also use the manifest to plan security and prompt onward movement of all shipments and especially for safeguarding hazardous, classified, and protected cargo.

(d) Water PODS establish a vessel register or file to document the status of each ship scheduled to arrive for unloading. The register or file contains information and documents such as the cargo traffic message, CORMS and CORMRs, stowage plans, and manifests. The WPOD establishes procedures and followup action to ensure information in the register is complete.

(3) The discharging activity documents actual receipt of cargo from aircraft or vessels and maintains an audit trail using the manifest, TCMDs, or locally produced discharge tallies. Whenever cargo is to be discharged by a Military activity or its designated agent, every reasonable effort is made to inspect the cargo for damage or pilferage prior to removal from the vessel or aircraft. The inspection is always accomplished not later than the first point of rest after discharge.

(a) Air PODS annotate cargo/mail manifests with:

1 The GMT hour/day the cargo/mail is received.

2 A circle around the entry for any line item manifested, but not on the aircraft. A short shipment report is forwarded to the manifesting station, each stopoff point, and the destination terminal.

(b) Water PODS ensure the discharge documents include:

1 The vessel name (or class and number, if unnamed) and voyage document number.

2 The WPOD.

3 The berth or pier identification.

4 The TCN of the individual shipment unit if loose; otherwise, the TCN of the major consolidation container (SEAVAN, CONEX, etc.).

5 The stowage location for breakbulk cargo or SEAVAN and seal numbers.

6 The commodity code.

7 The type pack code.

8 The checker's tally of actual pieces.

9 The weight and cube from either the manifest or checker's tally.

10 Remarks by the checker (e.g., over, short, damaged).

11 Cargo disposition (e.g., to warehouse designation; truck, railcar, or barge number; etc.).

12 Signature of checker.

13 Date of the tally.

(c) All PODS prepare a complete tally for cargo discharged, but not manifested (sometimes called overlanded). Such cargo is reported to the POE and/or intermediate stops on the itinerary, then processed for onward movement to the consignee by the appropriate method as detailed in paragraph D.2.c. Discrepancy information is prepared as detailed in paragraph D.2.b.

(d) Discharge documents are not classified, do not identify the classification of cargo, and contain only that information necessary to properly identify the materiel for accurate piece count and processing. Classified and protected cargo is, however, discharged as soon as possible after aircraft or vessel arrival.

b. Reconciling discharge discrepancies:

(1) The POD reports cargo damage and reconciles discrepancies between manifested shipments and those actually discharged. The POD eliminates many of the differences by comparison with previous overage or shortage reports, and by communicating with the POE and any other stops on the aircraft or vessel itinerary.

(a) APODs report discrepancies within the period designated by the major command (e.g., AFMC, AMC). Overages are recorded by the activities which processed the shipment. Unreconciled shortages are reported by the APOD to the requisitioner to allow reordering.

(b) WPODS report discrepancies (or the absence of discrepancies) within 14 calendar days using the CORM.

1 The CORM consists of two parts.

a Part 1, the advisory, is the WPOD's report to MSC, the WPOE, activities with jurisdiction over the cargo movement beyond the WPOD, and other selected addressees. It reports the vessel arrival and discharge dates and whether the manifested cargo has or has not changed in quantity or condition while under the control of the ocean carrier. It also advises of any variance from the contract terms that may affect payment of freight charges and permits MSC to promptly process for payment all invoices submitted by commercial steamship operators.

b Part H, the reconciliation, is the WPOD's report to the WOE and intermediate ports. It reports apparent damage or pilferage (if any), specifies overages and shortages, and requests verification of shipment details to reconcile any discrepancies. Consolidation containers, including SEAVANs, RORO trailers, CONEXS, etc., are reconciled on a one-for-one basis. Breakbulk cargo, however, is reconciled only when there is an overage or shortage in total manifest lines or if individual variances are significant due to value, commodity, etc.

2 The activity responsible for vessel discharge prepares the CORM as detailed in figure 3-D-1 and forwards it by ETM to the following:

- a** The activity responsible for the WPOE (for CONUS see figure 3-C-12).
- b** MSC areas/subareas where cargo is/was loaded or discharged (appendix F18),
- c** For cargo loaded in CONUS, the MTMC area command for the WPOE (appendix J).

d As information addressees, the OCCA that booked the cargo and the activity responsible for each port on the vessel itinerary where Government cargo is/was discharged.

3 In answer to the CORM, the WPOD receives the CORMR from the WPOE. The use and content of the CORMR are detailed in paragraph C.2.d.(2)(b)7.

4 The WPOD reports unreconciled discrepancies, and discrepancies-to Government-owned dunnage and lashing gear, according to the requirements of joint regulation AR 55-38 (reference q).

(2) The POD forwards shipments received (onhand), but not manifested for discharge at that activity, as soon as possible. Those shipments for consignees serviced by the POD are forwarded, with documentation produced by the POD, according to the procedures detailed in paragraph D.2.c. Shipments for consignees not serviced by the POD are forwarded according to the following procedures.

(a) The APOD reports the unmanifested shipment to the APOE within 24 hours of receipt. To preclude further delay, the APOD processes the cargo as an intransit shipment and forwards it to the correct destination terminal by the first available aircraft. The APOD also prepares any necessary documentation for *manifesting and further cargo accountability*.

(b) The WPOD reports, as soon as possible, cargo which has been discharged prior to reaching the destination port (shorthanded) or cargo for a previous port found still onboard the vessel (overcarried). The report is made by priority ETM to the consignee, the WPOD shown on the cargo, the WPOE, the appropriate booking activity, and (when prescribed by the theater commander or sponsoring Service) the supply management activity.

1 If the cargo was shorthanded due to a diversion, the WPOD forwards the cargo as detailed in paragraph D.2.f.(2)(d). If the cargo is shortlanded for any other reason, the discharging WPOD determines the reason for early discharge and coordinates with the activities/Agencies indicated in subparagraph (b) above to ensure shipment to the consignee. Disposition action is reported on the CORM and the cargo is usually forwarded on the next available vessel which has proper routing and timely delivery. The terminal forwarding the cargo provides manifest documentation at the time of reshipment.

2 When a WPOD discovers overcarried cargo, the vessel's itinerary is reviewed (before discharge, if possible) to determine the best port at which the cargo should be discharged. The WPOD doing the review considers the ports at which the vessel will call as well as the shipping available between those ports and the intended destination of the cargo. To preclude unnecessary handling and backhauls, the shipper, consignee, or WPOD to which the cargo was originally manifested provides disposition instructions prior to actual reshipment. Finally, if the ocean carrier is responsible for the overcarriage, the discharging terminal takes action with MSC through the booking office to ensure the Government is reimbursed for any additional handling or transportation costs incurred.

c. Clearing cargo from the POD. After cargo is discharged from the aircraft or vessel, the shipments are forwarded to the consignee. At APODs the ITO/TMO usually arranges the onward movement,



while at WPODs the Military activity responsible for the port arranges onward movement. SEAVANs, regardless of where discharged, are forwarded, as manifested, to the SEAVAN consignee including breakbulk points, either directly or via stopoffs.

(1) When shipments arriving at air terminals are to continue movement by air in the DTS, the air terminal coordinates transshipment arrangements (including necessary air clearances). All other onward movement, including local surface delivery or reentry into the DTS at a different air terminal, is arranged by the responsible transportation office (ITO, TMO, etc.). The APOD provides the applicable manifest and intransit data to allow timely onward movement. The responsible transportation office, in turn, secures necessary clearances and forwards the shipment using a DD Form 1385 (manifest) for Government trucks, a GBL/CBL for commercial delivery, or other applicable documentation. After movement, the responsible transportation office advises the air terminal (by TCN, carrier, bill number, and hour/day) how and when the onward movement was made. Local procedures are established to ensure cargo leaving the APOD is actually received by the consignee.

(2) The Military terminal activity responsible for the WPOD begins arranging onward movement of cargo upon receipt of the vessel manifest. These arrangements include planning for necessary port clearance transportation, reviewing the compatibility and other pertinent characteristics of hazardous materials, and (when possible) preparing movement documents in advance of vessel discharge. After discharge, the WPOD reports cargo availability to the consignee, either directly or through an established MCA.

(a) When notified that delivery can be accepted, the Military terminal or MCA coordinates the onward movement within priorities on a first-in/first-out basis unless the RDD or advice by the consignee or sponsoring Service indicates an overriding urgency for (a) particular shipment(s). Actual onward movement is documented according to local procedures on a DD Form 1384, DD Form 1385, GBL/CBL, or similar applicable document containing essential TCMD data (TCN, WPOD, consignee, pieces, weight, and any applicable SEAVAN and seal numbers).

(b) Inland (local) drayage or linehaul movement of SEAVANs contracted under the MSC Container Agreement and Rate Guide (reference p) is not documented on a bill of lading unless part of the movement is arranged or paid for by the Government directly (not by the ocean carrier). This responsibility for payment is indicated by the SEAVAN service code in rp 16 of the SEAVAN TCN (see appendix C, paragraph 10.).

1 If the destination service code (rp 16) is “K,” indicating the ocean carrier’s responsibility ends at the ocean terminal, the activity responsible for the WPOD issues a bill of lading for the inland linehaul or drayage of the SEAVAN. The preparing activity includes in the bill of lading: the SEAVAN TCN (from the manifest), the TCN of each shipment unit in the SEAVAN, and the full van and seal numbers. The bill of lading is distributed as detailed in the DTMR (reference j), or applicable theater directives.

2 If the destination service code (rp 16) is L, M, S, T, or 1-9, indicating the inland movement from the WPOD is the responsibility of the ocean carrier, the terminal activity does not issue a bill of lading. Instead of a bill of lading, the activity issues a manual TCMD (DD Form 1384) or similar nonnegotiable document according to local procedures. The document includes the SEAVAN prime data with the seal and van number and the activity retains a signed copy to record acceptance by the carrier.

3 The terminal activity coordinates with the theater commander or (in CONUS) MTMC to ensure the consignee receives, as a minimum, advance manifest data and anticipated delivery date. The terminal activity also establishes procedures to enable complete records of receipt, detention, and accountability of SEAVANS. If notified by the consignee that a SEAVAN has not been received, the terminal activity takes

action to trace the SEAVAN including notifying the clearance authority/booking office and security authorities, if appropriate.

(c) Security of cargo, especially protected or classified cargo, is ensured by the Military terminal responsible for the WPOD. To further enable accountability and timely movement of cargo from the port, the terminal or (in CONUS) MTMC maintain a detailed inventory of cargo onhand. This inventory includes such details as:

- 1 TCN.
- 2 For applicable shipments, the SEAVAN number and owner's identification.
- 3 Consignee.
- 4 Cargo/SEAVAN location in the terminal area.
- 5 Vessel name and voyage number from which the cargo was discharged.
- 6 Cargo/SEAVAN discharge date and age.
- 7 Pieces, weight, and cube for each consignee (with a separate list for protected and classified cargo).
- 8 TP and RDD.

(d) The owners (or owners' agent) of all POVS discharged by the WPOD and cleared by customs are promptly-notified their vehicles are available. Further requirements, including documentation, are contained in applicable personal property regulations.

(e) Local procedures are established to document forwarding of cargo from the WPOD to the consignee. Shortages and pilferage are reported to the appropriate security authorities. While similar, these procedures do not replace those required by joint regulation AR 55-38, et al. (reference q).

d. The POD may also submit intransit data for use in measuring transportation performance in the movement of MI LSTRIP shipments. The responsibilities for intransit data preparation vary at different types of PODS. General requirements are listed below with specific instructions detailed in appendix L.

(1) Final intratheater airlift terminals submit intransit data with DI TK3 for shipments received unless the shipments are intended for onward movement overseas. If the consignee is not located on the same installation as the terminal and there is no local agreement for the terminal to make the delivery entry, the APOD sends the DI TK3 to the consignee.

(2) AMC APODS submit intransit data with DI "TK6 for shipments received. The APOD may also enter the consignee receipt date (rp 15-17) when it can be determined and an appropriate local agreement has been reached with the consignee.

(3) WPODs do not complete intransit data since the discharge date is reported by the WPOE as determined from the CORM.

e. The WPOD also accomplishes CBLs or prepares GBLs for cargo which moved over ocean on a CBL. The requirements are detailed in paragraph C.2.d.(2)(b)6c(2) and (3).

f. Holding, diverting, and tracing shipments are all actions in which the POD may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in appendix M.

(1) The POD may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold is intended to be brief and only long enough for the POD to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with "555" in the RDD field (rp 54-56) are not held, but processed through the POD in accordance with the transportation priority on the TCMD.

(2) A transportation diversion is normally limited by cost, but maybe a change of mode (e.g., theater truck to theater air), a change of destination, and/or a change of route.

(a) Once a shipment has left the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, after leaving the shipper, only complete shipment units are diverted; i.e., individual items are not removed from multiple line shipment units nor is a shipping container removed from a multicontainer shipment unit with one TCN.

(b) After the shipment has reached the POD, a diversion between modes normally occurs only as a result of a change in the urgency of need. Such a change may result in a planned surface shipment being moved by air and is coordinated by the applicable theater or CONUS clearance authority.

(c) A diversion to a different consignee or destination may result from conditions such as:

- 1 Strikes, national disturbances, or acts of God.
- 2 Supply cancellations.
- 3 Terminations of projects.
- 4 Changes in logistics buildup.
- 5 Modification of permanent change of station orders authorizing personal property shipments.
- 6 Change in the receiving locations for mobile units.

(d) Diversion in the route of a shipment normally occurs within a particular mode (i.e., air or water) and is usually directed by the clearance authority. Such a diversion may result in some or all of the cargo onboard an aircraft or vessel being discharged at other than the originally manifested POD.

1 The command authorized to request a diversion notifies, by ETM or automated format, all concerned parties; i.e., POEs, all PODS (old and new) on the itinerary, and (for surface) the MSC area/subarea commands having cognizance over the old and new WPODs. When cargo or an entire aircraft Or vessel is diverted, the new POD "assumes the responsibility for cargo discharge, documentation, discrepancy reporting, and disposition of the cargo.

2 Whenever possible, the old WPOD provides the new WPOD with cargo manifests and supporting documents for all shipments to be discharged. The old WPOD retransmits the manifest as originally prepared instead of **remanifesting** to indicate the diversion. In the air system, the cargo manifest documents and/or cards are usually onboard the aircraft. When not possible for the old WPOD to retransmit the manifest, or when the aircraft is not carrying the manifest, the new POD prepares a manifest based on the discharge tallies. Required customs documentation not accompanying the shipment is forwarded from the old POD to the new POD by the fastest means available. Diversion instructions account for all cargo aboard a diverted aircraft or vessel.

(3) Shipment tracing through MILSTAMP allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is normally obtained from the clearance authorities, the POD may occasionally be asked for shipping data. The POD responds to such requests by providing all available information. The formats used for tracing are prescribed in appendix M.

g. After completing a shipment, the POD maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

Cargo Outturn Advisory and Reconciliation Message

FROM: Vessel discharging activity
TO: Activity responsible for WPOE
MSC area/subarea command of the WPOE MTMC area
command for CONUS loaded cargo
INFO: Activity responsible for each port of call Booking office that
booked the cargo

SUBJ: Cargo Outturn Advisory and Reconciliation Message

1. PART 1- ADVISORY.

2. Enter the WPOD in code and clear text as well as the three position day-of-the-year of vessel arrival and discharge completion. If cargo has been diverted from another port, indicate the port from which it is diverted following the discharge data. For example:

POD - JFI BREMERHAVEN 278/281
POD - JF1 BREMERHAVEN 278/281 DIVERSION FROM JG1 ROTTERDAM

3. Enter name, voyage number, and vessel status/terms of carriage for the vessel on which the cargo was manifested. If the cargo is received on a different vessel, indicate the delivering vessel in parentheses following the basic entry. For example:

SSNEVERSINKA123461 (SS LEAKS ALOT)

4. Enter an indicator of manifest receipt, the number of supplements received, and the ocean bill of lading number, if applicable. For example:

MANIFEST RECEIVED NO SUPP
MANIFEST AND SUPP 1 RECEIVED GBL X7654321

5. Determine the agency responsible for each discharge element:
- a. The agency that discharged the cargo
 - b. Agency responsible for discharge costs.
 - c. Agency responsible for paying port charges.

Figure 3-D-1

Cargo Outturn Advisory and Reconciliation Message

	(a)	(b)	(c)
		Paying	Paying
		Discharge	Port
<u>Agency</u>	<u>Discharging</u>	<u>costs</u>	<u>costs</u>
U.S. Army	DISARM	REARM	Pcus
U.S. Navy	DISNAV	RENAV	Pcus
U.S. Air Force	DISAF	REAF	Pcus
Commercial operator	DISOP	REOP	PCOP
Foreign government (MAP)	DISGOV	REGOV	PCGOV

Select and enter codes from the above table as per the following example:

DISARM/REARM/PCUS

6. Enter the WPOE and indicate whether all cargo manifested was received in apparent good order (CAGO) or with discrepancies including overages, shortages, or damages (OSOD). For example:

IGC CAGO or IGC OSOD

7. Enter "PART II -- RECONCILIATION."

8. a. If the entry for cargo condition (paragraph 6) was CAGO, enter "NEGATIVE." No further entries are necessary.

b. If the entry for cargo condition (paragraph 6) indicates an overage and/or shortage, detail the discrepancies by line entries for each WPOE under the following column headings:

<u>Heading</u>	<u>Data Indicated</u>
ITEM	Item number. Enter sequentially starting with 1 for each WPOE
TCN	Transportation Control Number
CNTR NO	Container number (SEAVAN, MILVAN, RORO, CONE)()
OWNER	Container owner code (SEAVAN/MILVAN <i>only</i>)
COMMOD	Commodity/special handling code
PACK	Type pack code
MANIF	Number of pieces manifested
DISCH	Number of pieces discharged

Figure 3-D-1 (Cont.)